ACES – Project Management – Frequently Asked Questions

1. **How do I submit a base project record to Command?**
   Select the project you want to submit from the Directory View and click on "Modify Project". When the record comes up, go to the "Submit Project" button and click on it. Click on the "Base Submittal" block, and the system date will be entered to indicate the project has been submitted. The project "status" will be changed to "BSE". NOTE: Once you submit the project, only the MAJCOM can release the project back to you.

2. **Where do I call if I need help?**
   Call the SSG Field Assistance Branch (FAB) at DSN 596-5771 or commercial 334-416-5771.

3. **Is there any training available for me?**
   Formal training is available at the Air Force Institute of Technology (AFIT). Initial ACES-PM instruction is provided as a one week course either by in-residence or teleteach. The course covers all aspects of typical CE project management including MILCON, non-MILCON, and environmental project management. Per ASG direction, the course covers not only the ACES-PM software but the business rules behind the processes. Additionally, the report writing tool, Oracle Discoverer, is presented. For information on how to get into a class, contact your MAJCOM Engineering IPT member (do not call AFIT).

4. **I can't logon on. What do I do?**
   Check with your base System Administrator.

5. **I'm locked out of updating some data I need to update. What do I do?**
   Data fields displayed with a gray background are not updateable. These data fields are view only. There are several reasons a data field may be shown on a screen as view only:
   a. **Input from another screen. For example, FUND STATUS is shown as view only on several ACES PM screens. However, it is updated from the Funding Screen.**
   b. **Results are calculated. For Example, TOTAL COST FOR ALL MODS is shown on the Contract Management Screen but is updated Contract Modifications screen.**
   c. **Values are protected from update. For example, once the project contract is awarded, then the PROGRAM AMOUNT and FISCAL YEAR cannot be updated. Also, once the base has changed the PROJECT STATUS CODE to 'BSE", the base is prevented from updating most data within a project.**
   d. **If you are not allowed to update a field due to insufficient rights, and error message is displayed telling you this.**

6. **Who can view my project information?**
   Anyone approved to have a logon to your ACES Project Management System. This can include persons at base, MAJCOM or Air Force.

7. **How do I go about writing a report to view ACES data?**
   Many commercially available report writing tools may be used to access ACES PM data. For example, MICROSOFT ACCESS, Crystal Reports, and Oracle Discoverer are just a few report writers available. Others report writers may work satisfactorily as well. Purchase and training of a desired report writer is a local or Command determination. Note that the ASG adopted Oracle Discoverer as the standard report writing tool since a fixed number of copies were provided to every BCE organization. Discoverer is the only report writing tool that will be taught and formally supported.

8. **I have a suggestion for improving ACES Project Management. Who do I contact?**
   Each MAJCOM has a representative to the Engineering IPT. Any requests for changes to the system should be submitted to them. They in turn, will review them and determine if they should be submitted for the joint IPT review.

9. **Can I input a MILCON project in the non-MILCON data base?**
   There is only one project management database. You must be designated with a "Programmer" role to add projects to the database.

10. **Can I input a work order number in ACES PM that is not loaded in IWIMS?**
    Yes. However, users should be cautioned that future enhancements to ACES will require a valid work order number before a project record can be established or updated in ACES PM. Inputting a valid work order number when the project record is established will help to avoid inconvenience later.

11. **I tried to load a project for a facility number that is not on the pull down menu, what do I do to get the facility on the list?**
    Contact the base Real Property Officer and ask him/her to load a valid "mission area" in the ACES Real Property system for the facility needed in ACES PM. This action will add the needed facility to the ACES PM facility pull down list.

12. **What is a milestone?**
    A milestone is a significant event in the life of project. The desired milestone to be associated with any project may be either selected from the pull down list or defined by the user. Typically milestones would be for such standard events as design start, design completion, construction start, etc. However, user may define other project unique events to associate a milestone such as pour concrete, install carpet, install equipment, etc.

13. **How do I input a change order and modification to a project?**
    Change orders for a project are entered for the Contract Management screen by selecting the Change Order button once the contract award information is input. Contract modifications are accessed from the Contracts button from the Contract Management screen. The Assign Change Order button opens whenever the Modification is established for the user to identify specific change orders to assign to a modification. Modifications represent an official modification to a specific contract. Change orders represent pending changes to a project until they have been assigned to a specific contract modification.

14. **How do I move a project to history? Back from history?**
    Change project status to "HIS" history or "CNX" cancelled to move project to history. Changing the project status to something other than "HIS" history or "CNX" cancelled will remove project from the inactive records and place in the active records. Normally projects in active status are displayed whenever user enters ACES PM. However, the history records can be accessed from the Directory screen by selecting the Inactive Projects button. The Active Button activates on the Directory screen whenever inactive records are being viewed for the user to return to the active projects.

15. **How long will projects stay in the ACES PM system? How are they removed?**
    Canceled projects older than 3 years are removed from ACES PM when the base System Administrator runs the Purge program from the SSA menu. Financial Complete projects older than 10 years are removed when the same Purge program is executed. If a project has neither been identified as canceled or financial complete then the projects will remain on ACES PM indefinitely.

16. **What does "Reorder" do?**
    The Directory screen allows the user to Query a group of ACES PM projects that meet a variety of selection parameters. The Reorder button allows the user to sort or reorder the records selected with the ACES PM Query. For example, if user selected all O&M projects in Fiscal Year 2002. The user could then place the cursor in any field, like Facility Number and press "Reorder". All of the projects selected with the Query would then be sorted in Facility Number sequence.

17. **How do I change the "Local Status" codes?**
    The base system administrator can update the following from the SSA File Maintenance Screen:
    1. **Local Status codes**
    2. **Unique Names**

18. **How do I add a project manager to a project that's not on the pull down list?**
    From the Project Manager's button click in any vacant Last Name block. The next available Primary Role block will be highlighted, then type in the project manager information in the Primary Role block and select "save".

19. **Can I add more than one fund type to a project?**
    ACES PM is designed to allow more than one fund type for an individual project. User is responsible to assure only valid fund types are combined to meet current financial regulations. You can only assign multiple fund types to those projects that allow more that one. (i.e. you cannot assign multiple fund types for MILCON projects)

20. **Where is the data for all my projects actually stored?**
    The project records in ACES PM are stored on a computer server at HQ SSG at Gunter AFB Alabama. All users at each base logon to this computer server each time they access their base PM data

21. **Can I attach other documents to my project?**
    Yes. Any document that is OLE (Object and Link Embedding) compatible can be attached to the project. Documents can be linked and then accessed through the project. User can link many word processing, EXCEL, ACCESS and many other files to the project. Documents can be created specifically to attach to the project. Menus to add Supporting documents are located from the PROGRAM pull down menu at top of ACES PM screens.

22. **How do I change the Program Amount (PA)?**
    Although the PA is displayed on several ACES PM screens, it may only be updated from the Funding Data element displayed on the top line (Just to the left of Base Name). Click on the pull down arrow to the right of Funding, make appropriate change and click OK or save. Just a reminder, the base user cannot change the PA if the project has been Submitted to Major Command. You may also add additional fund sources to be used on the project from this screen. Once the project goes to design (DSG) status, then the PA must be updated by the HQ AF Design Instruction process (MILCON).

23. **Who can view the information I enter into ACES PM?**
    Any base, MAJCOM or AF user with access to ACES PM can view all project information. This may be helpful if you are building a program record for a new requirement at your base. For example, if you were tasked with generating a project record and a DD-1391 record for a new Fire Training Pit, you could view and/or copy portions of projects done elsewhere in the world. On the other hand, never input information into ACES Pm that you don't want the world to read. Never put any classified information into ACES PM.

24. **What are the advantages of using the User Preference function located in the File pull down menu?**
    If a user is working only with projects at a single MAJCOM or single Control Installation or single Program Type or single Fiscal Year, then user may select only the desired projects. If you select, for example, Program Type and Fiscal Year, you will only see projects that match Program Type and Fiscal Year. You may reselect the option when you are in another form, but the system will always return the default listed here.

25. **How is a MILCON project changed to "BID" status?**
A MILCON project is changed to BID status by inputting the bid opening information and saving the transaction from the Bid Opening form. The Bid Opening form is located from the pull down list in the Execution tab at the top of the screen.

26. **How do we identify special status codes to use for our base or MAJCOM?**
Local Status codes may be defined for use by each base or MAJCOM. The base or MAJCOM System Administrator must input (See SSA Menu) values for Local Status Code. If a MAJCOM would like for a specific Local Status Code to be used at each base within their Command, then each base must input the Local Status Codes desired.

27. **How do I enter a Contract Modification for a MILCON project?**
Select the Contracts button from the Contract Mgmt Menu, then select the Modification button and enter the Modification data. All modification records are treated as Executed. So if the modification is pending, then enter the data through the Change Order Menu from the Contract Mgmt screen. The Notice to Proceed (NTP) date must be entered before modifications may be entered.

28. **How do I request funds for a MILCON project?**
The MAJCOM Funds manager must enter The Total Funds Requested and Funds Request date from the MILCON funding screen. (The MAJCOM Funds Manager must have Rights & Role Assigned as a MAJCOM Funds Manger.) This MILCON Funding screen is the primary way of requesting funds from Air Staff

29. **How do I request funds for a non-MILCON project?**
Changing the Funds Indicator data field on the Funding Menu to "R" will identify the project as needing Constructions funds from the Major Command. Changing the Funds Indicator field to "D" will identify the project as needing Design funds from the MAJCOM.

30. **How do I re-sequence all of the base priorities for all the projects in the O&M program for the current Fiscal Year?**
There are two ways to update the base priority for a project record. First, you can update the base priority data field on the "Suppl. Info" Menu one project at a time. Secondly, if you have been assigned the Rights and Role of a "Senior Programmer" you can use the "Prioritize Projects" menu selected from the "Programs" pull down menu. Then select the Program Type and Fiscal Year you would like to re-sequence base priorities. Then enter desired priorities and save

31. **What should I do if my data was not converted correctly from IWIMS?**
Contact the Field Assistance Branch, DSN 596-5771 immediately. They will connect you with the personnel responsible for the data conversion, and can explain any differences or correct errors.

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